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AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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September 20, 2004

TO: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **BARTON HILL ELEMENTARY SCHOOL AFTER-SCHOOL  
ENRICHMENT PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Barton Hill Elementary School (Barton Hill), an elementary school site of the Los Angeles Unified School District (LAUSD), an After-School Enrichment Program (ASEP) service provider for the period of July 2003 through June 2004. The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

**Background**

The Department of Public Social Services (DPSS) contracts with LAUSD to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in LAUSD. LAUSD administers ASEP, which incorporates educational, recreational, and enrichment activities at 71 elementary school sites with a high enrollment of CalWORKs children. Barton Hill is one of the 71 school sites providing ASEP and is located in the Fourth District.

Barton Hill is paid a monthly rate of \$279 per student. For Fiscal Year (FY) 2003-04, DPSS paid Barton Hill approximately \$122,000.

**Purpose/Methodology**

The purpose of the review was to determine whether Barton Hill provided the services outlined in the contract with DPSS. We also evaluated Barton Hill's ability to achieve planned service and staffing levels. Our monitoring visit included a review of LAUSD's invoices, Barton Hill's daily schedule, student attendance records, personnel and payroll records, and interviews with Barton Hill staff and students.

*"To Enrich Lives Through Effective and Caring Service"*

**Results of Review**

Overall, Barton Hill is providing the services outlined in its County contract. Barton Hill maintains documentation to support the services billed to DPSS and employs qualified staff to perform those services. The students interviewed stated that they enjoy the program and participate in various activities, including reading, writing, homework assistance, and recreation. In addition, Barton Hill achieved their planned service levels for FY 2003-04.

The details of our contract compliance review are attached.

**Review of Report**

On August 30, 2004, we discussed our report with LAUSD, who agreed with the report. In addition, we notified DPSS of the results of our review. We thank Barton Hill for their cooperation and assistance during this review.

Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1102.

JTM:DC

Attachment

c: David E. Janssen, Chief Administrative Officer  
Department of Public Social Services  
Bryce Yokomizo, Director  
Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division  
Sheri Lewis, HSA III, Child Care Program Section  
Roy Romer, Superintendent, Los Angeles Unified School District  
Lupe Grajeda, Principal, Barton Hill Elementary School  
Violet Varona-Lukens, Executive Officer  
Public Information Office  
Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT  
AFTER-SCHOOL ENRICHMENT PROGRAM  
FISCAL YEAR 2003-2004  
BARTON HILL ELEMENTARY SCHOOL**

**BILLED SERVICES**

**Objective**

Determine whether Barton Hill Elementary School (Barton Hill) billed the Department of Public Social Services (DPSS) for valid and authorized contract services.

**Verification**

We interviewed Barton Hill's site coordinator assistant and reviewed student attendance records, daily activity schedules, and monthly lesson plans. We also observed students participating in homework assistance, art, and recreational activities during the After-School Enrichment Program (ASEP).

**Results**

We reconciled the names of the students that Barton Hill billed DPSS to Barton Hill's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

**Recommendations**

**There are no recommendations in this section.**

**PARTICIPANT VERIFICATION**

**Objectives**

Determine whether Barton Hill provided ASEP services to only eligible students.

**Verification**

From the Los Angeles Unified School District's (LAUSD) July 2004 roster, we interviewed eight students to confirm that they received ASEP services shown in the daily activity schedule and a daily snack. We also verified the students' eligibility status on the Gain Employment Activity and Reporting System and Single Index System.

**Results**

All eight students were eligible to receive program services. The students interviewed stated that they enjoyed the program activities. They also stated that they received a

daily snack and participated in various activities, including homework assistance, reading, writing, math, and recreation.

### **Recommendations**

**There are no recommendations for this section.**

## **STAFFING LEVELS**

### **Objective**

Determine whether Barton Hill's staff-to-students ratio does not exceed 1:20 as required by DPSS' contract with LAUSD.

### **Verification**

We interviewed the site coordinator assistant and reviewed timekeeping records. We also observed ASEP staff working with students.

### **Results**

On August 3, 2004, we made an unannounced visit to Barton Hill and observed 5 staff working with 20 students. The staff-to-students ratio did not exceed the 1:20 ratio.

### **Recommendations**

**There are no recommendations in this section.**

## **STAFFING QUALIFICATIONS**

### **Objective**

Determine whether Barton Hill's staff meet the qualifications as required by LAUSD's guideline. Per LAUSD's guideline, a site coordinator needs to be a credentialed teacher and other staff need to be a high school graduate. In addition, all staff working with students need to obtain a background clearance per DPSS' contract.

### **Verification**

We selected one site coordinator and four program staff. We reviewed the California Department of Education's website to confirm the current teaching credentials of the site coordinator. We interviewed the four program staff and reviewed their personnel files.

**Results**

Staff assigned to ASEP obtained background clearances prior to employment and possess the required education and certifications identified in DPSS' contract. In addition, the site coordinator possesses the appropriate credentials.

**Recommendations**

**There are no recommendations in this section.**

**SERVICE LEVELS****Objectives**

Determine whether Barton Hill met its planned service levels of 29 CalWORKs students per month.

**Verification**

We obtained the number of students serviced from LAUSD's invoices and compared the number against the planned service levels.

**Results**

During our review period, Barton Hill's actual service levels of 37 students per month exceeded their planned service levels of 29 students per month. According to LAUSD's Project Director, Barton Hill enrolled more students to the ASEP due to a high student attendance caused by the District's multi-track school systems.

**Recommendations**

**There are no recommendations for this section.**